

# MGC Policies and Procedures Categories and Sections

## Policy and Procedure Categories\*:

Administrative

Events

Financial

Member Services

Organizational Meetings

Organizational Structure

Remuneration

P&P Categories and Sections (Listing of all Categories and the sections in each)

\*Buttons under MGC Policies & Procedures (in the Administrative Area) in Member Resources of the MGC Website

## Sections included in each Category:

### Administrative –

Conflict of Interest Policy (also it's own Category)

Document Retention Policy

Personal Photo Release Policy

Intellectual Property

MGC Logo

MGC Business Member and Financial Information Policy

President's End of Term Activities

History of Administration's Term

President's Pins

Former President's Pin

Seal of Office President's Pin

Position Descriptions

Corporate Email Policy

Addendum 1: MGC Document Retention Policy

## **MGC Events –**

Budgeting

Event Insurance

MGC Fundraising Policies

    MGC Raffle

    Silent Auction Held at an MGC Event

    Vendors

MGC State Conference/Annual Meeting Policies

    MGC Annual Meeting Delegate Policy and Procedures

    Procedure to Identify Delegates for MGC Annual Meeting

    Procedure for Proxy Voting at the Michigan Garden Clubs, Inc (MGC, Inc) Annual Meeting

District Meetings Policies

Sponsored Schools, Symposia, and Tri-Refreshers

NGC Conventions

Central Region Meetings

Maintaining State Blue and Gold Star Memorials Policy and Procedures

## **Financial Policies and Procedures –**

Overall Finance Policies

Credit Card Policy

Remuneration – directs reader to Remuneration Category

Investment Policy

MGC Charitable Donations Policy and Procedure

MGC Acceptance of Gifts Policy and Procedure

District Reserve Funds Policy

Addendums:

    MGC, Inc Credit Card Policy Addendum

    MGC Investment Policy Addendum

## **Member Services –**

MGC Newsletter Thru the Garden Gate

MGC Website

MGC Awards

    MGC Life Achievement Award

    Honorary Membership Achievement Award

    MGC Club Anniversary Recognition Award

    MGC General Tax Exemption Program (GTEP)

Plant America Grow and Share Small Grant Program for Member Clubs

    Grant Review and Award Process

MGC Commercial Liability Group Policy

## **MGC Organizational Meetings Policies and Procedures -**

Roberts Rules of Order

Board of Directors Meetings

Executive Committee Meeting

MGC Email Policy and Procedures

MGC Zoom Use Policies and Procedures

## **Organizational Structure –**

Board of Directors

Executive Committee

Districts

Advisory Council

MGC Committees

    Standing Committee

    Ad Hoc Committees and Chairs

    Nominating Committee

## **Organizational Structure Continued -**

Finance Committee

Annual Budgeting Process

Scholarship Committee

Councils

Central Region Directorship

## **MGC Remuneration Policy –**

This Category contains only the Remuneration Policy

## **P&P Categories and Sections –**

Listing of all P&P Categories and the sections in each